

# **National**

## **ATS Contingency Plan**

### **ATS-CP-0001**

#### **Version 29**

#### **Effective 13 July 2023**

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## Change summary

Version	Date	Change description
29	13 July 2023	<ul style="list-style-type: none"> <li>• Incorporate TLI_22_0306</li> <li>• Updated throughout to reflect changes to Crisis Management</li> <li>• Duty of care simplification</li> </ul>

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## Table of contents

<b>1</b>	<b>Purpose</b> .....	<b>4</b>
<b>2</b>	<b>Scope</b> .....	<b>4</b>
<b>3</b>	<b>Overview</b> .....	<b>4</b>
3.1	Introduction .....	4
3.2	Governance framework .....	5
3.3	Disruption response framework.....	5
3.4	Responses to major disruption .....	7
<b>4</b>	<b>Detection and evaluation</b> .....	<b>8</b>
4.1	Crisis management categorisation .....	8
4.2	Crisis management categories .....	9
<b>5</b>	<b>Accountabilities and responsibilities</b> .....	<b>10</b>
5.1	CSDO responsibilities .....	10
5.2	ATM Standards Lead (ATMSL) .....	10
5.3	ATS Specialist Lead (ATSSL) .....	10
5.4	Airspace Services (ASH) and Aerodrome Services – Tower (ASTH) Heads .....	11
5.5	Director Operations (DO).....	12
5.6	National Contingency Response Manager (NCRM).....	12
5.7	ATM Director (ATMD) .....	12
5.8	Contingency Response Manager (CRM).....	12
5.9	Duty of care.....	13
5.10	Network Disruption Manager .....	13
<b>6</b>	<b>Notification</b> .....	<b>13</b>
6.1	Notification responsibilities .....	13
<b>7</b>	<b>Response</b> .....	<b>15</b>
7.1	Contingency procedures.....	15
7.2	Contingency Traffic Management Plan (CTMP).....	17
7.3	Resumption of service .....	20
<b>8</b>	<b>Reporting</b> .....	<b>20</b>
8.1	Reporting .....	20
<b>9</b>	<b>Review</b> .....	<b>21</b>
9.1	Activation review .....	21
9.2	Document review .....	21
9.3	Testing .....	22

9.4	Training material .....	23
<b>10</b>	<b>Definitions</b> .....	<b>23</b>
<b>11</b>	<b>References</b> .....	<b>25</b>

# 1 Purpose

This contingency plan enables continued operations at company or pilot discretion by:

- providing direction and guidance for response to, and recovery from, disruptions where some or all components of Part 172 services are affected;
- providing realistic guidance to ensure that actions taken are commensurate with the nature of the disruption and duration of the operational restriction;
- defining strategies to prevent overload of the contingency system;
- fulfilling regulatory requirements relating to ATS Contingencies, as established by CASR and MOS Part 172;
- fulfilling Australia's international aviation obligations.

ICAO doctrine establishes TIBA and related operating procedures as the basis for pilot situational awareness and collision avoidance in circumstances when ATS-based separation and/or the collision hazard component of the FIS cannot be provided.

This plan over-arches and informs the sub-plans.

# 2 Scope

ATS Contingency Plans (CP) are designed to minimise adverse consequences of disruptions. They are not designed to reduce the likelihood of or prevent disruptions.

The National ATS Contingency Plan contains general information for ATS disruption response management, including roles, responsibilities, and procedures.

Specific information detailing the response to an ATSC and/or complete FIR disruption is contained within the [ATSC/FIR ATS Contingency Plan \(ATS-CP-0083\)](#). Where the disruption occurs due to facility or equipment issues, the [ATS Disaster Recovery Plan \(ATS-DRP-0001\)](#) may also be relevant.

# 3 Overview

## 3.1 Introduction

An ATS contingency exists when disruption due to the failure or non-availability of staff, facilities or equipment affects the provision of ATS.<sup>1</sup>

The National ATS Contingency Plan describes management accountabilities, directs review and maintenance requirements, and informs the following sub-plans:

- [HF ATS Contingency Plan \(ATS-CP-0063\)](#);
- [ATSC/FIR ATS Contingency Plan \(ATS-CP-0083\)](#);
- [En route ATS Contingency Plan \(ATS-CP-0084\)](#);
- [TMA ATS Contingency Plan \(ATS-CP-0085\)](#);
- [Non-continuous Tower ATS Contingency Plan \(ATS-CP-0086\)](#)

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<sup>1</sup>Manual of Standards Part 172 Chapter 7

## 3.2 Governance framework

ICAO Annex 11 specifies the responsibilities of states that provide ATS. One of these responsibilities is the development of contingency plans.

Airservices must comply with the requirements of the Airservices Australia Act 1995, the Civil Aviation Safety Regulations (CASRs) 1998 and the CASA Manual of Standards (Part 172).

### 3.2.1 ICAO Annex 11 'Contingency planning' considerations

ICAO considerations incorporated into appropriate Airservices ATS CP include:

- re-routing traffic to avoid the airspace;
- increasing longitudinal spacing between aircraft at the same cruising level;
- establishing TIBA and alternative aircraft reporting coordination procedures;
- establishing TRA where appropriate and managing access to the airspace;
- limiting operations to IFR aircraft except in Class E and G airspace;
- issuing NOTAM specifying contingency arrangements.

The following link provides maps for industry to easily identify which airspace is subject to operational restrictions:

<https://www.airservicesaustralia.com/notammaps/index.asp>

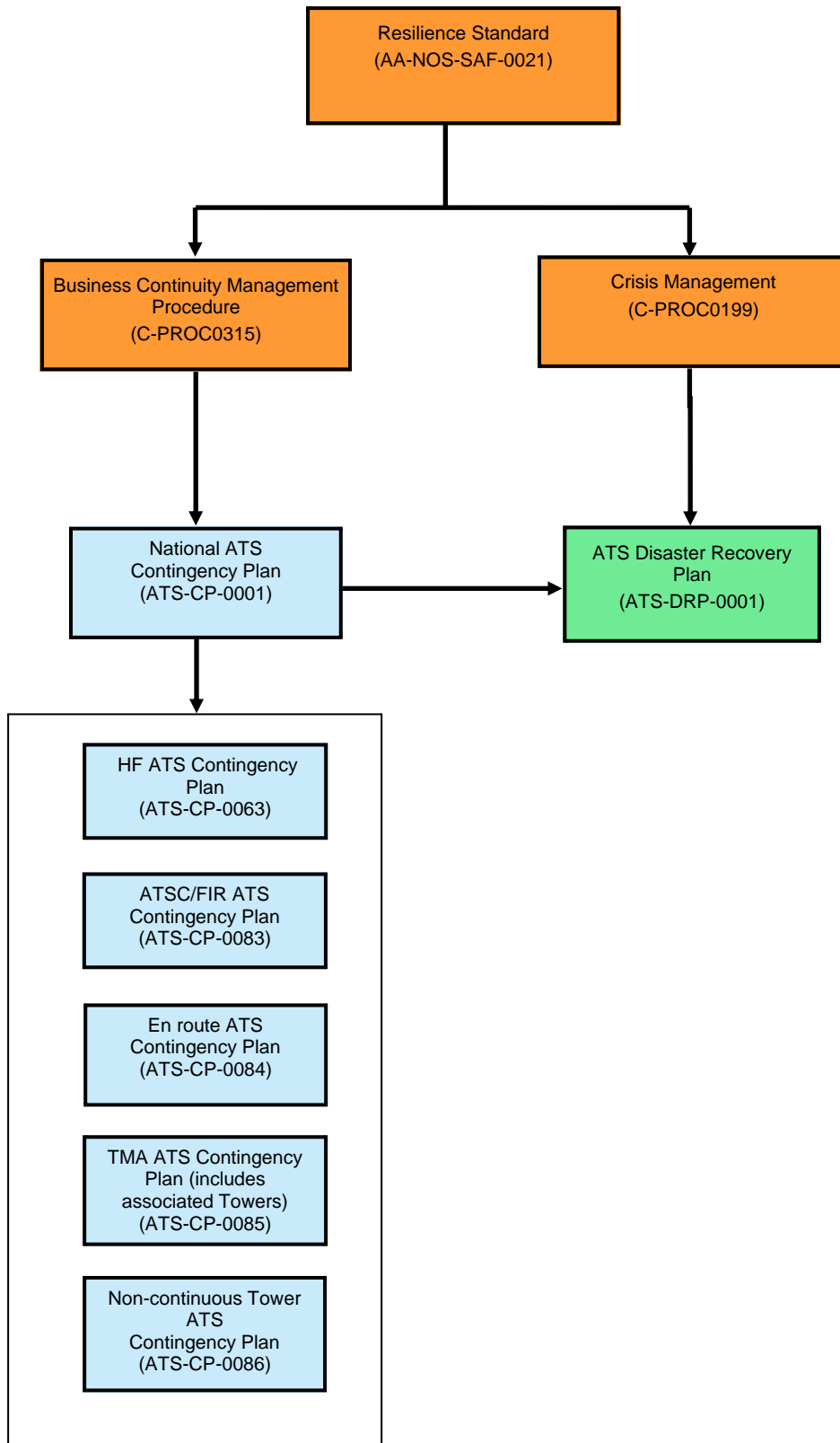
### 3.2.2 Contingency guidelines

In responding to a disruption affecting ATS, Airservices must:

- provide briefings to personnel operating airspace adjacent to or surrounding the affected airspace;
- where the disruption impacts oceanic control area, provide briefings to personnel operating adjacent airspace, including contiguous ANSP;
- provide FIS and Alerting Services as capability permits;
- ensure adequate training and familiarisation for staff designated to provide ATS:
  - using unfamiliar equipment or facilities;
  - in unfamiliar airspace volumes.

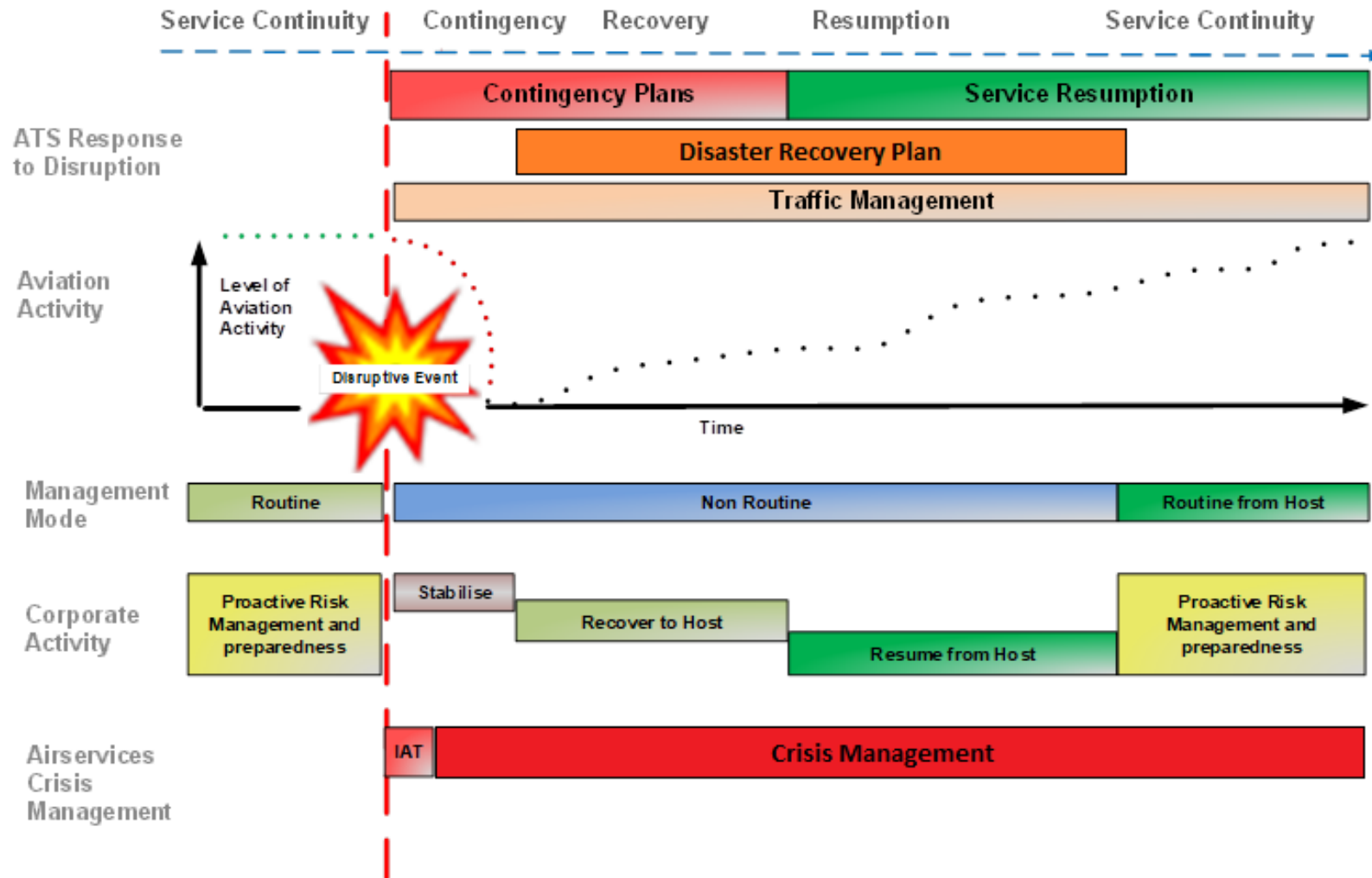
## 3.3 Disruption response framework

The Airservices response framework consists of a hierarchy of plans which detail the responsibilities and guides responses at various executive and ATS operational levels.



### 3.4 Responses to major disruption

Disruptions that require contingency arrangements are often resolved prior to the need to implement other organisational responses. The following diagram shows the sequence of organisational responses to major disruptions.



## 4 Detection and evaluation

### 4.1 Crisis management categorisation

Responsibility for the command, control and coordination of the response is dependent on the severity of the disruption and the impact on service provision as detailed in [Crisis Management \(C-PROC0199\)](#)

Category	Characteristics
Tier 1 Crisis	Need for coordinated cross functional response to manage an incident which impacts multiple locations, business functions or service delivery. Managed by the duty crisis manager.
Tier 2 Incident	Need for a localised response utilising local resources or response required within a single functional area or location only. Managed by the relevant Head.
Operational response	When the local response can be managed without needing additional crisis management support. Managed by the relevant DO.

#### 4.1.1 Tier 1 Crisis management

Tier 1 Crisis management includes:

- command, control and coordination of the crisis;
- establishing the policy and strategic framework for the response;
- acquisition of additional resources as required;
- determination of priorities; and
- planning for the restoration of services.

#### 4.1.2 Tier 2 Incident management

Tier 2 Incident management includes:

- planning, coordination and management of response;
- acquisition of additional resources as required.

#### 4.1.3 Operational response

Operational responses include:

- initial traffic management and staffing response;
- assessment of the impact and potential duration, and referral to an IAT if assistance may be required in managing the response;
- coordination and allocation of CRM responsibilities;
- determination of priority for allocation of resources to support the immediate response;
- planning and coordination with active military units and adjacent FIRs regarding contingency arrangements.



## 4.2 Crisis management categories

Guide to crisis management tiers and triggers:

Impact	Operational Response	Convene an IAT
Whole of ATS or full FIR	Managed by IMT using the ATSC/FIR CP as required. <b>Note:</b> IMT procedures have precedence over the ATSC/FIR CP	For any duration
Whole of Brisbane or Melbourne ATSC <b>Note:</b> HF may be unaffected.	Managed by ASH. The relevant DO activates the ATSC/FIR plan.	For any duration
HF	The DO activates local plan and escalates if required	If expected to exceed 24 hours
Class C tower	DO activates local plan and escalates if required	If expected to exceed eight hours
Simultaneous outages of two or more towers or TCUs at the following aerodromes: BN, CB, ML, SY	DOs activate local plans and escalate if required. ATMD appoints Network Disruption Manager (refer <a href="#">Network Operations Procedure Manual (NOPM) (C-PROC0381)</a> ).	For any duration
Non-continuous tower	DO activates local plan and escalates if required	If expected to exceed two periods of scheduled opening
Class C TCU	DO activates local plan and escalates if required	If expected to exceed eight hours
One or more sectors within a single en route unit	DO activates local plan and escalates if required	If expected to exceed eight hours
Simultaneous outage of adjacent sectors from different en route units and/or FIRs	DOs activate local plans. ASH and/or ASTH coordinates activation of local plans and escalates if required	As required by the CSDO
Any sector having a boundary with foreign ATS provider	DO activates local plan. ASH and/or ASTH escalates as required	If expected to exceed eight hours

## 5 Accountabilities and responsibilities

### 5.1 CSDO responsibilities

Assist in the deliberations of the IAT and/or CMT as required when deciding the requirement and timing of crisis management for a contingency.

During national contingency plan activation the CSDO must:

- ensure that the overall intent and operation of the actions taken to manage the disruptive event are in accordance with approved plans;
- liaise with:
  - the Chief Executive Officer (CEO);
  - CASA;
  - Defence;
  - Chief Technology Enablement Officer (as required).
- ensure the adequate provision of resources to support the management of the disruptive event.

### 5.2 ATM Standards Lead (ATMSL)

#### 5.2.1 Accountability

The ATMSL is accountable for ensuring the ATS contingency plans are fit for purpose.

#### 5.2.2 PAR review and recommendations

The ATMSL is responsible for reviewing the PAR report and associated recommendation(s) following activation or testing of an ATS contingency plan.

### 5.3 ATS Specialist Lead (ATSSL)

#### 5.3.1 Planning, preparing and testing

The ATSSL is responsible for:

- developing and maintaining ATS contingency plans;
- assisting the relevant ASH/ASTH to develop and maintain ATS contingency sub-plans;
- testing the national ATS contingency plan;
- assisting the relevant ASH/ASTH with testing the ATS contingency sub-plans;
- notifying People Operations of initial and refresher training requirements for development and delivery.

### **5.3.2 Post national contingency**

Following the activation of the national ATS contingency plan (either live or testing):

- seek and consider input from all parties affected by or involved in the response;
- recommend action to resolve identified deficiencies;
- complete and forward a PAR report to the ATMSL within 28 days of the event;
- incorporate agreed actions into training or other educational material.

### **5.3.3 Post sub-plan contingency**

Following the activation of an ATS contingency sub-plan review each PAR recommendation:

- for improvements to ATS contingency documentation; and
- to incorporate agreed actions into training or other educational material.

## **5.4 Airspace Services (ASH) and Aerodrome Services – Tower (ASTH) Heads**

### **5.4.1 Planning and preparation**

The relevant ASH and/or ASTH is responsible for:

- testing ATS contingency sub-plans;;
- assisting the ATSSL with developing and maintaining ATS contingency sub-plans.

### **5.4.2 During contingency**

Actions for the relevant ASH/ASTH or their nominated delegate:

- Oversee and provide support for any operational response if required;
- Tier 2 Incident management;
- If the situation is a potential Tier 1 crisis, convene and brief the IAT through the NCC;
- if the situation is a 'Red Alert' crisis, immediately notify the CEO and activate the CMT through the NCC;
- Participate in the CMT as required;
- If the ASH/ASTH is unavailable, their nominated delegate must notify the ATMD/CRM of the alternative reporting arrangement.

### **5.4.3 Post-contingency**

The relevant ASH/ASTH must:

- seek and consider input from all parties involved in the management of the contingency;
- recommend actions to resolve identified deficiencies;
- complete and forward a PAR report to the ATMSL within 28 days of a live activation of the [ATSC/FIR ATS Contingency Plan \(ATS-CP-0083\)](#).

## 5.5 Director Operations (DO)

### 5.5.1 During contingency

DO actions:

- identify the CRM in conjunction with the duty ATMD;
- oversee and provide support for the CRM;
- if the situation is escalated, provide support to the relevant ASH or ASTH.

### 5.5.2 Post-contingency

DO actions:

- submit a PAR as required by the relevant contingency plan;
- seek and consider input from all parties involved in the response;
- recommend actions to resolve identified deficiencies.

## 5.6 National Contingency Response Manager (NCRM)

The ATS representative on the CMT may appoint, or act as an NCRM when the impact consequence is categorised as requiring Tier 1 Crisis Management, as per Crisis Management (C-PROC0199).

The NCRM has responsibility for the implementation of agreed traffic management strategies during Tier 1 Crisis Management, reporting to the Crisis Manager through the CMT meetings and assuming the following responsibilities:

- Ensuring that appropriate notifications have been completed;
- Initiating the approved response;
- Supporting the Incident Management Team, and any operational response and providing direction as required;
- Providing situation report (SITREPs) to the CMT;
- Managing the resumption of scheduled ATS.

## 5.7 ATM Director (ATMD)

On becoming aware of potential activation of a CP, the duty ATMD will:

- complete any critical initial actions e.g., directed broadcasts to affected aircraft;
- notify the NCC;
- commence notifications via the DO, and assist the DO to identify the CRM;
- ensure that relevant pre-contingency documentation is completed.

## 5.8 Contingency Response Manager (CRM)

A CRM will be appointed as described in the relevant sub-plan.

The primary function of the CRM is to manage the unit level or location specific disruption and:

- ensure appropriate briefings have been completed;

- initiate action to limit the impact of the disruption on the ATS network;
- evaluate the situation and escalate the response, if required.

The CRM may utilise the NCC in undertaking the above responsibilities.

## 5.9 Duty of care

A controller or CRM must not perform an air traffic control function unless that person holds the required licence, rating and endorsement and satisfies the recency and currency requirements for the place or airspace where the function is to be carried out.

However, if a controller or CRM becomes aware of a situation in a contingency environment which would lead to a reasonable conclusion that an unsafe situation exists, or may occur, that person may be able to take appropriate action to address that risk.

In this context, the reasonableness of any action will depend on the circumstances and be driven by professional judgement including the likelihood of the risk manifesting, the potential severity of the outcome and what a reasonable person with the same skills and experience may do in the same situation.

## 5.10 Network Disruption Manager

Refer to [Network Operations Procedure Manual \(NOPM\) \(C-PROC0381\)](#).

# 6 Notification

## 6.1 Notification responsibilities

### 6.1.1 ATMD or SM

Immediately notify the relevant DO and the NCC when activation of a contingency plan is likely or has occurred.

### 6.1.2 DO

Immediately notify the relevant ASH/ASTH.

### 6.1.3 ASH/ASTH

Convene an IAT or activate the CMT as required by [Crisis Management \(C-PROC0199\)](#).

### 6.1.4 Network Coordination Centre

Conduct notifications in accordance with pre-determined checklists following advice of the intended activation of a CP.

Facilitate and chair a teleconference briefing to affected airlines, when required by the ATMD/CRM.

## 6.1.5 CSDO

Depending on the circumstances, the CSDO, the Executive or the Board may advise ICAO of the contingency.

## 6.1.6 Initial contact directory

<b>Airservices</b>	<b>Phone</b>
Brisbane ATSC SS	07 3866 3224
Melbourne ATSC SS	03 9235 7420
CMC (AWB Level 7)	02 6268 4459
Media Enquiries	1300 619 341
Service Desk	02 6268 5555
<b>Defence</b>	<b>Phone</b>
HQ Joint Operations Command Air Operations Centre (HQJOC AOC) - 24/7	02 6128 4810
Joint Airspace Control Cell (JACC) - Business hours only	02 6128 4858
<b>Other Agencies</b>	<b>Phone</b>
JRCC Australia	1800 815 257
ATSB	1800 011 034
CASA	13 17 57
OAR	02 6217 1177 (24 hr)
ICAO Bangkok	0011 66 2 537 8189
ICAO Montreal	0011 1 514 954 8252

A comprehensive directory of contact details is held and maintained by the NCC.

## 7 Response

### 7.1 Contingency procedures

#### 7.1.1 Airspace management

Airspace management accountability resides with the CSDO. The IMT is responsible for the Tier 2 Incident Management of the impact, airspace, and associated procedures.

#### 7.1.2 Airspace classification during disruption

The following provides guidance for service provision during contingencies:

- Oceanic airspace remains Class A with no ATS provided;
- TRA is established in H24 domestic Class A, C, D and E airspace; and
- Non-continuous airspace reverts as published in ERSA outside TWR HRs or TRA is established as required by the relevant contingency sub-plan. If classification unduly restricts airspace access, reclassifying to Class G airspace may be appropriate.

**Note 1:** In TRA or oceanic airspace TIBA procedures will apply within controlled airspace in accordance with [AIP](#).

**Note 2:** For non-continuous airspace the classification should be determined by the services available.

#### 7.1.3 Variation to published ATS services

##### 7.1.3.1 Prior to variation

Refer to the relevant contingency sub-plan for service level variations affecting up to and including a single FIR.

When a national variation in service level appears likely, the relevant ASH/ASTH will determine the appropriate course of action. The following paragraphs provide guidance on service provision in these circumstances.

##### 7.1.3.2 Oceanic airspace

The decision to reassign the responsibility for providing elements of ATS in oceanic airspace or in delegated airspace is taken by the CSDO in consultation with the regulatory authorities (CASA, the Department, and ICAO).

This decision may include reassigning the responsibility for providing meteorological information and information on status of navigation aids to adjacent States.

##### 7.1.3.3 Activity Log and Aircraft Tracking Form

Commence an [Activity Log \(ATS-FORM-0061\)](#) when the requirement for contingency procedures is recognised.

#### **7.1.3.4 Flight Information Services (FIS)**

Implement TIBA procedures in lieu of the collision hazard (traffic information) component of the FIS and provide the other components of FIS as remaining capability permits.

#### **7.1.3.5 Alerting service**

Provide a SAR Alerting Service as remaining capability permits.

#### **7.1.3.6 Traffic management**

Traffic management will depend on the nature, impact and extent of the disruption.

Where the disruption impacts the whole of ATM Operations, the IMT will determine the scope of the Contingency Traffic Management Plan to be enacted (refer [ATSC/FIR ATS Contingency Plan \(ATS-CP-0083\)](#)). The relevant ASH/ASTH will determine the response to other disruption scenarios.

#### **7.1.3.7 Waiver of dual VHF requirement within TRA**

The NCRM or delegate may approve single VHF aircraft operations within TRA in circumstances where the safety of aircraft and/or individuals may be compromised if access is denied. Such operations include:

- aircraft in emergency; and
- aircraft conducting humanitarian operations.

### **7.1.4 Alternative arrangements for the provision of services**

The [ATS Disaster Recovery Plan \(ATS-DRP-0001\)](#) provides for the re-establishment of ATS utilising existing or approved alternative facilities and equipment.

Airservices Regulatory Engagement will coordinate with CASA regarding any changes to the provider certificate arising from such alternative arrangements.



## 7.2 Contingency Traffic Management Plan (CTMP)

A CTMP manages schedules at major aerodromes to regulate traffic at these locations when the airspace is subject to contingency. A CTMP assists in managing the risks associated with traffic movement.

### 7.2.1 Principles

Use the following principles when developing and applying the CTMP:

- Participation in the CTMP requires agreement by the airline or airspace user to comply with the conditions of operation within the TRA as determined by Airservices and the participants in the CTMP process;
- Allocation of departure slots will be a collaborative decision by stakeholders;
- The CTMP will operate during daylight hours. Expansion to night time operations may only be undertaken on implementation of risk mitigation measures at subject aerodromes;
- The CTMP is premised on like type jet aircraft to limit complexity;
- The CTMP will accommodate emergency and priority flights;
- Runway selection will be based on single runway operations using normal runway selection criteria as far as practicable; and
- to the extent practicable:
  - use the published [DAP](#) arrival and departure procedures;
  - use normal routing unless there are specific safety advantages to be gained by initiating a different route; and
  - minimise the use of crossing routes to limit complexity. Altitude restrictions may be applied to ensure segregation.

### 7.2.2 Role of the CTMP Manager

The CTMP Manager is appointed by the relevant ASH/ASTH and reports to the NCRM. The CTMP Manager is responsible for scoping, developing, and implementing the CTMP.

#### 7.2.2.1 Aircraft participating in the CTMP

The CTMP Manager will determine the minimum operating requirements for aircraft to operate in accordance with the CTMP. Consider the following examples:

- Aircraft will be required to adjust speeds in flight to meet assigned landing tolerance (+/- three minutes) of Programmed Time of Landing (PTL). Holding to meet the allocated times is not permitted;
- All aircraft-to-aircraft communications within the TRA will use TIBA procedures;
- All aircraft must have operative ACAS;
- Aircraft suffering communications failure in the TRA should follow the prescribed normal radio fail procedures;
- Aircraft must be able to maintain communications with their respective company operational support centres.

The CTMP will allocate a transponder code and a Programmed Time of Take-off (PTT) and a PTL.

### 7.2.2.2 Checklist

The CTMP Manager should use this checklist in developing the CTMP.

Item	✓
<b>Scoping phase</b>	
The CTMP Manager maintains a log of their activity	
Identify ATS capability at the affected units	
Identify operational internal stakeholders (e.g. CRMs from affected units)	
Determine the hours of operation of the CTMP (including start/stop) and applicability of any shoulder period to the CTMP	
Identify airlines and airports for participation in the CTMP process	
Determine the spacing interval to be applied between successive operations at the subject aerodromes	
Confirm air routes and city pairs to be encompassed by the CTMP	
<b>Development phase</b>	
Identify any requirements from aerodrome operators	
Determine any flight level restrictions to be applied to segregate crossing traffic (including provision for International over flights)	
Commence population of the CTMP (via NCC)	
Review CTMP for consistency and accuracy – ensure safety remains the key requirement in the developed CTMP	
Document scope and the CTMP and distribute to participants and affected ATS units through the local CRM	
<b>Implementation phase</b>	
Advise relevant CRMs of the commencement time	
<b>Management phase</b>	
Liaise with CRMs regarding compliance with CTMP	
Take action as necessary to ensure CTMP operates within agreed principles, including cessation of some or all of the CTMP if necessary	
Report on the progress of the CTMP to the NCRM	

### 7.2.3 Role of the Network Coordination Centre (NCC)

The NCC will assist the ICTMP Manager by acting as the central communications point for stakeholder management of the issues associated with activation of the CTMP.

The CTMP Manager will consult with the NCC Supervisor on the contribution of NCC staff in the CTMP process. NCC staff perform key roles in the CTMP process, including:

- population of the CTMP based on the flight time intervals provided by participating airlines; and
- liaison with operations controllers/planners from the airlines and airspace users.

[Network Coordination Centre \(NCC\) Contingency Traffic Management Plan \(CTMP\) \(ATS-PLAN-0003\)](#) provides guidance to the NCC staff in the development of a CTMP.

### 7.2.4 Role of airline, airport and airspace user representatives

The primary role of each airline, airport and airspace user representative is to act as the respective point of contact for all issues relating to developing and managing the CTMP.

It is preferable that airline representatives have a direct line (or Teams) established to the CTMP Manager.

Specific functions of the representative of the participating operator include:

- provision of a central point of contact for communication between the NCC and the airline, airport or airspace user; and
- advise of any changes to the ability to meet allocated arrival or departure slots.

### 7.2.5 Extended CTMP operations

Where the CTMP is required over an extended period, discrete planning periods will be clearly identified and CTMP processes will be conducted to develop plans for subsequent periods. To support continuous operations, this may mean that the scoping, developing, and implementing phases of subsequent periods are conducted whilst the current period is in the managing phase. This may require appointment of different personnel to key roles for subsequent periods. Accountabilities and responsibilities must be in accordance with the CTMP process for that particular period.

## 7.3 Resumption of service

The [ATS Disaster Recovery Plan \(ATS-DRP-0001\)](#) provides details for the processes involved in recovering from a major disruption to facilities, equipment or due operational restrictions.

The following stages are provided as a general guide to the resumption of service:

Stage	Description
1	ATS capabilities are sufficiently restored to provide normal services
2	If required, amend NOTAM to promulgate the time for changeover from contingency to normal services (allow reasonable time for Stage 3 and 4 to be completed)
3	Complete communications and surveillance checks to establish aircraft positions in contingency airspace
4	Update all systems and input data

## 8 Reporting

These procedures apply to all disruptive events resulting in activation of a contingency plan.

### 8.1 Reporting

#### 8.1.1 CASA notification of variation to services

Notify CASA via email to [regulatoryengagement@airservicesaustralia.com](mailto:regulatoryengagement@airservicesaustralia.com). Regulatory Engagement will formally advise CASA on receipt of the email.

#### 8.1.2 CIRRIIS

Submit a CIRRIIS Occurrence for situations resulting in TIBA or TRA declaration, or situations as stipulated in subordinate contingency plans.

#### 8.1.3 Post Activation Review (PAR) report

Submit a [Post Activation Review Report \(C-TEMP0116\)](#) where required, and in accordance with the timelines stipulated in the relevant contingency plan to:

- [ansosm@airservicesaustralia.com](mailto:ansosm@airservicesaustralia.com); and
- [resilience@airservicesaustralia.com](mailto:resilience@airservicesaustralia.com)

## **9 Review**

### **9.1 Activation review**

#### **9.1.1 Staff debrief**

Debrief staff involved in providing the contingency response immediately after the event to identify any concerns and if required, schedule a more in-depth debrief at a later date.

#### **9.1.2 Review**

Conduct a full response review for a:

- CP activation with more than the expected effect on industry operations; or
- debrief that raises significant issues.

Consider involving external parties such as airlines, airport operators, Defence, CASA and the Department.

The following questions may assist the investigation:

- Did the pre-emptive measures (such as normal business practice and/or contingency preparations) reduce the likelihood and consequence of the disruptive event?
- Was the detection and evaluation of the disruptive event timely and appropriate?
- Was the escalation of the response timely and appropriate?
- Did the response measures reduce the likelihood and consequence of adverse impact(s) of the ATS outage?
- Did the response measures result in the safe and orderly flow of air traffic in the absence of scheduled ATS?
- Were the response measures conducted in an orderly and efficient fashion?

As soon as possible after the review, collate and assess the information for cause, impact, response, and recommendations.

### **9.2 Document review**

#### **9.2.1 Routine review of sub-plans**

Review and update sub-plans when changes occur to relevant:

- procedures or instructions;
- systems or technical information; or
- contact details.

At the six monthly AIRAC, DSS must conduct a check for operationally significant changes. If new NAIPS templates are required, (e.g., due to re-sectorisation) the DSS must raise a TLI to include the new NAIPS template number in the sub-plan.

Incorporate into the relevant NAIPS template any changes to operationally significant information associated with the six monthly (major AIRAC) publication of updated charts.

Operationally significant changes to information include:

- routes;
- frequencies;
- sector boundaries; or
- airspace boundaries.

**Note:** This is not a QA review of the contingency plan.

## 9.2.2 NAIPS NOTAM template management

Contingency NOTAM are stored in NAIPS and assigned a NAIPS specific template. The ATSSL must advise DSS when changes are made to generic NOTAM templates in order to effect the relevant changes to local NAIPS templates..

## 9.3 Testing

### 9.3.1 Testing timeframes

Test contingency plans and sub-plans annually by either:

- an exercise simulating activation; or
- operational activation.

#### 9.3.1.1 Exercises

Service Heads must ensure an exercise of the applicable contingency sub-plan is conducted annually. Refer to the [CP testing program](#) report to determine testing and overdue test dates.

Exercises simulating activation must:

- include representatives of all units to which the plan applies;
- test the breadth of the contingency responses through activation of response from multiple units; and
- include steps and strategies for business resumption.

Units not attending the relevant exercise will be reported as non-compliant.

#### 9.3.1.2 Operational Activation

Operational activation of a contingency plan or sub-plan satisfies the annual testing requirement provided all units to which the plan applies were subject to a common disruption requiring a concurrent contingency response.

### 9.3.2 Test Reporting and Action

Report testing outcomes in accordance with the relevant sections of [8 Reporting](#).

The ATSSL is responsible for updating the generic NOTAM templates to reflect approved recommendations for improvement and to take any CIRRIIS action required.

## 9.4 Training material

The ATMSL is responsible for the review of this plan and to coordinate appropriate training material for use by respective duty ATC, managers and ATS support staff.

# 10 Definitions

Within this document, the following definitions apply:

Term	Definition
ATMSL	Air Traffic Management Standards Lead
ATS	Air Traffic Services
ATSC	Air Traffic Services Centre
ATSSL	Air Traffic Services Specialist Lead
ASH	Airspace Services Head
ASTH	Aerodrome Services – Tower Head
ATMD	ATM Director
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CMT	Crisis Management Team
Contingency	The ongoing response to and recovery from a disruption resulting in Operational Restrictions
CP	Contingency Plan
CRM	Contingency Response Manager
CSDO	Chief Service Delivery Officer
CTMP	Contingency Traffic Management Plan
Department	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
Disruption	An event that affects the provision of ATS and inhibits the achievement of its objectives. It may include, but is not limited to: <ul style="list-style-type: none"> <li>• facility or equipment failures</li> <li>• environmental event (cyclone, flood, fire, etc.)</li> <li>• security situations</li> <li>• civil unrest (demonstrations)</li> <li>• staffing issues</li> </ul>

CTMP	Contingency Traffic Management Plan
DO	Director Operations
DSS	Domain Support Specialist
FIR	Flight Information Region
IAT	Initial Assessment Team
ICAO	International Civil Aviation Organisation
IMT	Incident Management Team
Loss of Service	Unable to provide ATS as a result of a disruption
MOS	Manual of Standards
NCC	Network Coordination Centre
NCRM	National Contingency Response Manager
Operational Restrictions	A collective term that describes the outcome of a disruption which results in reduced service or loss of service
PAR	Post Activation Review
Reduced Service	Restricted ATS is provided as a result of a disruption
SM	Shift Manager
TIBA	Traffic Information Broadcast by Aircraft
TRA	Temporary Restricted Area



## 11 References

Title	Number
Annex 11 to the Chicago Convention - Air Traffic Services (ICAO Annex 11)	
Civil Aviation Safety Regulations (CASR) Part 172	
CASR Part 172 Manual of Standards (MOS)	
Aeronautical Information Publication (AIP Book)	<a href="#">ATS-PROC-0073</a>
Airspace Regulations 2007	
Air Services Regulations 1995	
Crisis Management	<a href="#">(C-PROC0199)</a>